



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 10<sup>TH</sup> MOUNTAIN DIVISION (LIGHT INFANTRY) AND FORT DRUM  
FORT DRUM, NEW YORK 13602-5000

REPLY TO  
ATTENTION OF

IMNE-DRM-GC

JUL 28 2008

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Policy Memorandum #08-04, Drug Free Workplace

1. DA Civilian employees must refrain from alcohol abuse or using drugs illegally, whether on or off duty. Substance abuse is inconsistent with the high standards of performance, discipline, and readiness necessary to accomplish the Army's mission.
2. In accordance with AR 600-85, certain civilian employees, who are in positions or categories of positions that involve law enforcement, national security, the protection of life and property, or public health or safety are subject to random testing which occurs without suspicion that a particular individual is using illegal drugs. Additionally, all DA Civilians are subject to "reasonable suspicion testing" when there is a reasonable suspicion of on duty use or on duty impairment.
3. The Department of the Army recognizes that treatment for alcohol and other drug problems, as well as other personal problems, is an effective means of workforce conservation and that addictions are treatable diseases. As a result, evaluation, education and referral services for personal problems, including alcohol and drug problems, are available to civilian employees through the Employee Assistance Program (EAP) of the Fort Drum Army Substance Abuse Program (ASAP).
4. Any employee who is experiencing an alcohol or drug problem, or any personal problem, is encouraged to seek assistance from the EAP. Supervisory personnel are encouraged to be alert to changes in work, behavior, or both of assigned employees. Early intervention will generally be the most helpful in returning the employee to productivity.

KENNETH H. RIDDLE  
Colonel, Armor  
Garrison Commander

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